

## Request for Council Action

Originator Purchasing	Item <b>Janitorial Services - Approve Contract Extension</b>
Agenda Section Consent Business	Date 4/20/2015
Description	

The current contract for janitorial services with Common Sense Building Services, Inc. is a 2 year contract with the option to extend for an additional 2 years. Common Sense Building Services, Inc. has exercised the option to extend to which the contract will now expire on April 30, 2015. The City is currently in the process of selecting a new janitorial services contractor through the request for proposals process. Proposals are due on April 16, 2015 with an anticipated recommendation brought to Council on May 4, 2015. Therefore, staff is recommending a one month extension to the current contract with Common Sense Building Services, Inc. in order to continue the services during the selection process. The new contract is anticipated to start on June 1, 2015.

Council is requested to approve a 3rd amendment of the contract with Common Sense Building Services, Inc. for janitorial services to extend the contract one additional month at the same monthly rate of \$33,308.87. The not-to-exceed contract amount for the entire contract would increase from \$1,585,331.11 to \$1,618,639.98.

Funding for this service is budgeted annually in the General Fund, the Facilities Replacement & Maintenance Fund, the Recreation Facilities Funds, the Water Utility Operating Fund and the South Loop Development Fund.

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**Requested Action**

Approve the extension with Common Sense Building Services, Inc. for janitorial services to May 31, 2017.

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**Attachments:**